



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

RICK SNYDER
GOVERNOR

COL. KRISTE KIBBEY ETUE
DIRECTOR

November 12, 2014

The Michigan Office of Highway Safety Planning (OHSP) and the Michigan Truck Safety Commission (MTSC) are requesting proposals from interested universities and non-profit agencies to conduct a Commercial Motor Vehicle (CMV) Education Needs Assessment for CMV Drivers and Companies. The proposal is detailed in Attachment A.

Submitted proposals will be evaluated by a selection committee comprised of representatives from OHSP and MTSC. The proposals will be evaluated based upon how well the applicant understands the project, the methodology used for the project, management of the project, experience and qualifications, and cost. Detailed requirements for each of these criteria can be found in Attachment B.

Once a proposal is selected, the applicant will be required to submit a grant through the OHSP on-line grant system. The grant will be administered by OHSP on a cost-reimbursement basis. All grant-related costs incurred in a particular quarter are first paid by the grantee, and then reimbursed by OHSP.

The organization awarded the grant must agree to abide by the OHSP's "Grant Management Requirements". A copy of these requirements can be found in Attachment C.

Proposals should be concise, straightforward and prepared simply and economically. Elaborate presentations and promotional materials are neither necessary nor desired.

To be considered for this project, you must submit one copy of your proposal to the following email addresses: FarnumK@michigan.gov and KilvingtonC@michigan.gov by Wednesday, December 10, 2014.

If you have any questions, please contact Charlotte Kilvington at KilvingtonC@michigan.gov or (517) 241-2582 by Friday, December 4, 2014. Answers will be posted on the OHSP website at www.michigan.gov/ohsp.

Thank you in advance for your interest in the CMV Education Needs Assessment in Michigan.

Sincerely,

Michael L. Prince, Director
Office of Highway Safety Planning